



Embassy of the United States of America
Kabul, Afghanistan

UNCLASSIFIED

Oct: 26. 2011

American Embassy Kabul, Afghanistan
Great Masoud Road
Kabul, Afghanistan

SUBJECT: RFQ Different Cartridge

Dear Prospective Quoter:

Enclosed is a Request for Quotations (RFQ) Office Supply. We kindly request you to submit your quotation based on the specification mentioned, complete the required block of the attached document, and submit it to the following e-mail address which is also shown on the Standard Form 1449 that follows this letter.

Mohammad Nasir Momand
Procurement and Contracting Division
American Embassy Kabul
E-Mail MomandNM@state.gov
Office: + 93 (0) 702-59-2257

Please submit your quotation through e-mail add "Quotation Enclosed" to the above mentioned address.

The deadline for receipt of RFQ for Office Supply is **12:00PM local time, Oct 31, 2011**. No quotations will be accepted after this time.

The U.S. Government intends to award a contract for Office Supply to the responsible company submitting an acceptable quotation at the lowest price. We intend to award the contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Direct any questions by letter or phone regarding this solicitation to Mohammad Nasir Momand at +93 (0)702-59-2257 during regular business hours.

Sincerely,

Brian Kressin
Contracting Officer

<u>SOLICITATION/CONTRACT/ORDER</u>				<u>FOR</u>	
				1. REQUISITION NUMBER	
				PAGE 1 OF	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER	
				5. SOLICITATION NUMBER RFQ 1470106	
6. SOLICITATION ISSUE DATE Oct 26,2011					
7. FOR SOLICITATION INFORMATION CALL		a. NAME Mohammad Nasir Momand Procurement and Contracting Division		b. TELEPHONE NUMBER(No collect calls) +93 (0)702-59-2257	
8. OFFER DUE DATE/ LOCAL TIME 12:00PM Oct 31,2011					
9. ISSUED BY American Embassy Kabul Great Masoud Road, - Kabul Afghanistan		CODE			
				10. THIS ACQUISITION IS UNRESTRICTED	
				<input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STD:	
				11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
				12. DISCOUNT TERMS	
				<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO American Embassy Kabul Great Masoud Road - Kabul, Afghanistan		CODE			
				16. ADMINISTERED BY	
				CODE	
17a. CONTRACTOR/ OFFEROR		CODE		18a. PAYMENT WILL BE MADE BY	
				CODE	
TELEPHONE NO.					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
	Please see next page for the description American Embassy Kabul Great Massoud Road Kabul Afghanistan (Use Reverse and/or Attach Additional Sheets as Necessary)				
25. ACCOUNTING AND APPROPRIATION DATA					26. TOTAL AWARD AMOUNT (For Govt. Use Only)
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.					
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.			<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		

30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or Print)	31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION
(REV 4/2002)
PREVIOUS EDITION IS NOT USABLE
Computer Generated
CFR) 53.212

STANDARD FORM 1449

Prescribed by GSA - FAR (48

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE Great Masoud Road US Embassy Kabul			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE 0700234552		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/>	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL	<input type="checkbox"/> FINAL				
38. S/R ACCOUNT NO.		39. S/R VOUCHER NO.	40. PAID BY		
41.a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (PRINT)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)		
			42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 4/2002) BACK

Item Description	Quantity	Unit	Price
Air Duster	100	can	
WD.40	60	can	
Spray bottle (empty bottle)	60	bottle	
Two hole punch HP 60	50	each	
Electrical Stapler (kw-trio 220-240~50/60Hz0.2A) (Made in Taiwan No.5990) Black color.	100	each	
Stapler Normal Size with remover	200	each	
Staple Remover	60	each	
Ball Point pen 88 Blue (box of 12 ea)	300	Box	
Ball point pen 88 Black (box of 12 ea)	200	Box	
Uniball pen Green (box of 12 ea)	60	Box	
Uni ball pen Red (box of 12 e)	100	Box	
Ball point (Retractable) Blue (box of 12	500	Box	
Ball point (retractable) Black (box of 12 ea)	300	Box	
Ball Point (retractable) Red (box of 12 ea)	200	Box	
Marker board cleaner spray	100	Bottle	
Marker board cleaner Wipes	100	Can	
Monitor cleaner	60	can	
High lighter yellow color (set of 4 ea)	100	set	
Transparency Tape / Dispenser 1/2"	100	Roll	
Tape Dispenser small size	100	each	
DVD-R 4.7GB (box of 100 each)	10	Box	
Mouse pad	200	each	
Paper A4 (box of 5 re)	100	Box	
Paper 8 1/2 x 11" (box of 5 or10 re)	200	Box	